COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces,* 12 September 05 and supplements as follows. This instruction applies to all organizations and associate units assigned to Beale AFB. This supplement provides procedures for those areas listed in AFI 10244 that require wing direction. This publication includes a requirement to maintain, collect, use, or disseminate information subject to the Privacy Act of 1974. Authority: 10 U.S.C. 8012; E.O. 9397, 22 November 1943. Send comments and suggested changes on AF Form 847, **Recommendation for Change of Publication**, through channels to 9 LRS/LGRD, 19501 Edison Ave Suite 630., Beale AFB CA 95903. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://my.af.mil/afrims/afrims/afrims/rims.cfm**.

2.7.3.1. The 9 RW ART Manager will be designated from 9 LRS/LGRD and be a fully qualified Logistics Planner, military or civilian equivalent.

2.7.3.1.1. The 9 RW ART Manager will review ART for late or unreported UTCs daily, and notify units if updates are required.

2.7.3.1.2. **(Added)** A classified e-mail address per individual is required for write-access to the ART database to be granted privileges.

2.7.3.2. Unit monitors will ensure they assess all UTCs at least every 30 days. When changes occur, reassess UTCs within 24 hours of change in status.

2.7.3.4. The 9 RW ART Manager will conduct and document all ART initial/refresher training. This will be completed through locally developed training slides.

2.7.3.4.1. **(Added)** Initial ART monitor training will be conducted monthly in the IDRC briefing room, located in bldg 1086. One-on-One or refresher training with monitors will be conducted as required.

2.7.3.4.2. **(Added)** All training will be documented via AF Form 2426 or other locally devised training certificate and filed in the Wing ART Manager's continuity binder. Each ART monitor will receive a training completion certificate which should be filed in their unit continuity binder.

2.7.3.5. All tasked and allocated UTCs will be identified to Beale AFB units via the UTC Availability report (UTA) pulled from Deliberate and Crisis Action Planning and Execution Segments (DCAPES). The UTA will be posted to the 9 RW Deployments SharePoint site monthly.

2.7.3.7. **(Added)** The 9 RW Wing ART Manager will develop a presentation to the wing commander and key staff monthly. This presentation will include data downloaded directly from the ART database. Unit commanders are responsible for the accuracy and timeliness of the data within the ART database.

2.7.3.7.1. **(Added)** Responsibilities.

2.7.3.7.1.1. **(Added)** Group Commanders will review monthly the status of subordinate units to ensure reporting accuracy.

2.7.3.7.1.2. **(Added)** Group Commanders will elevate to the 9 RW Wing ART Manager if resolution of ART/UTA discrepancies cannot be resolved with appropriate MAJCOM FAM.

2.7.3.7.1.3. **(Added)** Squadron Commanders will ensure a minimum of two ART Monitors are appointed, in writing, for their respective unit and at least one monitor is available at the home station at all times to ensure the ART database is updated within 24 hours of a change to a UTC.

2.7.3.7.1.4. (Added) Squadron Commanders will research and report discrepancies noted between ART/UTA information and will work with MAJCOM FAMs to resolve issue.

2.7.3.7.2. **(Added)** Training.

2.7.3.7.2.1. **(Added)** Unit ART POCs are required to be trained by the 9 RW ART Manager no later than 60 days upon appointment as the primary or alternate for their unit. Refresher training will be as required.

2.7.3.7.2.2. **(Added)** Unit ART monitors will review AFI 10-244, the ACC supplement, this supplement, the training aids found under the help dropdown menu on the ART website, and the ART 3.0 User's Manual (which can also be found under the help menu on SIPRNET) prior to attending the ART Manager lead training class.

2.7.3.7.3. **(Added)** Reporting Procedures.

2.7.3.7.3.1. **(Added)** Reporting procedures are outlined in AFI 10-244, Attachment 7 and 8. All monitors are required to use these checklists when reporting on their unit's UTCs.

2.7.3.8. **(Added)** The 9 RW ART Manager will utilize the 9 RW SharePoint to post the most current MAJCOM ART POC list on both and NIPR/SIPRNET. Also posted will be any HAF/ACC ART policy guidance.

2.7.3.9. **(Added)** The 9 RW ART Manager will establish and maintain guidance on ART continuity for unit ART POCs in accordance with the AFI and this supplement.

2.7.4.2.1. **(Added)** Civilian contractors assigned to a unit/group can be appointed as an ART Monitor and/or Approver. All Approvers with ART Approver roles in ART will be appointed as an ART Approver (primary or alternate) and will receive training IAW with this supplement and all other applicable guidance. All Monitors will have read-only access. All personnel with access will have an appointment letter designating a role required. See Attachment 6 for approved appointment letter format.

2.7.4.3. Review squadron ART reports every 30 calendar days and ensure the accuracy of the report by signing a hard copy and keeping it on file for at least 60 days.

2.7.4.9. **(Added)** Unit ART Monitors will monitor the ART database at least weekly (unless notified) to verify additions/changes/deletions to their UTCs are updated as required but NLT 24 hours upon a change.

2.7.4.10. **(Added)** When adding get well dates (GWD) to the system, Unit ART Monitors will ensure that they automatically extend all dates to the end of the month that the GWD expires, (e.g., if a GWD date expires on 18 Jan 11, then the GWD in the ART database should reflect 31 Jan 11.) This extension to the end of the month gives the member time to be evaluated by medical and either placed back on profile or returned to duty for medical DAV codes, if required.

2.7.4.11. **(Added)** Units are responsible to review this data monthly against their UMD for accuracy, and will coordinate their FAM for correction.

2.7.4.12. **(Added)** Unit level ART POCs will monitor all pertinent sources to track any member/cargo status changes for assigned Unit Type Codes (UTC)s.

2.7.4.13. **(Added)** Units can create their own procedures for compilation of data. If units create their own products, they will ensure proper derivative classification and security of documents if required. Contact unit security manager with specific classification questions.

2.7.4.14. **(Added)** All Unit ART Monitors will establish and maintain an ART continuity binder in accordance with Attachment 7 of this supplement. This continuity binder will be maintained IAW the AF RDS.

2.7.4.15. **(Added)** Unit ART Monitors will utilize slide format at Attachment 8 when compiling monthly ART slides for the wing ART brief. The slide format is subject to change.

3.8.4. **(Added)** Local Procedures.

3.8.4.1. **(Added)** The Air Force goal for on-time reporting is 97%. Beale AFB's goal for on time reporting is 98%.

3.8.4.2. **(Added)** A review and update of UTCs will occur at least every 30 calendar days. Holidays, down days, weekend days or ACC Family Days will count toward the overall 30 days.

3.8.4.3. **(Added)** One day late: 9 RW ART Manager will forward email to the 9 LRS/CC, or designee. The 9 LRS/CC will contact the appropriate unit's chain of command to reinforce the 30-day reporting requirement and notify them that their unit is late.

3.8.4.4. **(Added)** Two days late: The 9 LRS chain of command will elevate to appropriate group commander/chain of command and emphasize their squadron is late and needs to be updated immediately.

3.8.4.5. **(Added)** Three days late: The 9 LRS chain of command will inform 9 RW leadership of overdue status.

3.8.4.5.1. **(Added)** After Wing notification the unit ART Manager will follow up with an MFR to explain why their unit hasn't met this timeline. This will be filed in the ART Manager's continuity binder.

3.8.4.6. **(Added)** Information flow should start with the monitor recording the UTCs assigned to their UIC via ART database and cross-referenced with the current Air Force UTC Availability. Review UTCs to ensure applicability to the unit's resources. If discrepancies are found, follow procedures listed in the ACC Supp 10-244 Para. 3.5.6, for Incorrectly Postured/Allocated UTCs.

3.8.4.7. **(Added)** Unit ART Monitors should compile information from the Unit Deployment Manager for ancillary training and profile duty limitations. Also, monitors should coordinate with the Unit Training Manager or supervisor to ensure all training is completed in accordance with the UTC Mission Capability (MISCAP) Statement or Manpower Element Force Package System (MEFPAK). Additionally, monitors will coordinate with section/flight chiefs and be apprised of discrepancies and inform them when a UTC is reported as "Red."

3.8.4.8. **(Added)** If no discrepancies exist between the printed report and the squadron commander's assessments, the commander will sign the report. The signed report gives the squadron ART POC the authority to save inputs to the ART database.

3.8.4.9. **(Added)** Unit POCs will keep the last three signed ART reports in their continuity binder or reference to their classified storage location.

3.8.4.10. **(Added)** Any time changes or updates are made, a new report will be generated and reviewed by the commander.

3.8.4.11. **(Added)** Squadron ART Monitors will access the ART database via their unit's Secure Internet Protocol Router Network (SIPRNET) terminal. If a squadron ART Monitor

does not have access to a SIPRNET terminal, they will contact the 9 RW ART Manager to schedule a date and time to utilize the SIPRNET terminal located in LGRD/Bldg 1086. Squadron ART Monitors are required to have their own SIPRNET and ART login. SIPRNET and ART login/passwords will NOT be written down and/or shared between ART monitors.**NOTE:** ART Reports are classified SECRET and must be annotated and protected/stored as such.

PAUL H. MCGILLICUDDY, Brigadier General, USAF
Commander, 9th Reconnaissance Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Record,* 1 March 2008

Forms Adopted

AF Form 847, *Request for Change of Publication*

AF Form 2426, *Training Request and Completion Notification*

(Added) Attachment 6

Figure A.6.1 Sample Appointment Letter

ON UNIT LETTER HEAD

MEMORANDUM FOR 9 LRS/LGRD
                                    19501 Edison Ave Suite 630
                                    Beale AFB CA 95903

FROM: UNIT NAME/CC

SUBJECT: Appointment of Unit ART Monitors

1. The following personnel are appointed as ART Monitors/Approvers for (UNIT NAME), Beale AFB, CA. In accordance with, AFI 10-244, Para. 2.7.4.2, this position is mission critical, and all will be assigned to this position for a minimum of 18 months.

LAST NAME	FIRST NAME	RANK	DSN		ORG	PRI/ ALT
Smith	John	SSgt	368-5555		99 RS	PRI
SIPR EMAIL			**NIPR EMAIL**			
John.smith@beale.af.smil.mil			John.smith@beale.af.mil			
LAST NAME	**FIRST NAME**	**RANK**	**DSN**		**ORG**	**PRI/ ALT**
Doe	Jane	SrA	368-5551		99 RS	ALT
SIPR EMAIL			**NIPR EMAIL**			
Jane.doe@beale.af.smil.mil			Jane.doe@beale.af.mil			

2. The ART Approvers require access role of 'ART Approver' in the ART database and will be approving the following Unit Identification Codes (UIC):

            Approver: SSgt Johnny B. Good
            Monitor: TSgt April I. Knott

3. The ART Monitors will need access to the following Unit Identification Codes (UIC) to perform ART Monitor duties:

     FXXX; FXX1; FDSE

4. All security clearances are current and were verified by Unit Security Manager.

RANK/NAME: SIGNATURE: DATE:

5. This letter supersedes all others, same subject. Accounts created for monitors appointed on previous letters and not included in this one will be deleted. Direct all questions to (name of POC) at DSN XXX-XXXX.

                              ANY B. COMMANDER, Lt Col, USAF
                              Commander, 9th Reconnaissance Sq

One Team…One Fight!

ON UNIT LETTER HEAD

Attachment 7 (Added)

FIGURE A.7.1 AEF REPORTING TOOL (ART) MONITOR CONTINUITY BINDER TABLE OF CONTENTS

Tab 1   ....**Appointment Letters**
Tab 2   ....**References**
Tab 2A   ....AFI 10-244
Tab 2B   .... AFI 10-244, ACC Supplement 1
Tab 2C   .... AFI 10-244, Beale AFB Supplement 1(In re-write)
Tab 3   .... **Higher Headquarters Guidance**
Tab 4   ....**Training and Seminar**
Tab 4A   ....ART Monitor Training Slides
Tab 4B   ....Commander's Seminar Slides
Tab 5   .... **How-To Steps**
Tab 5A   .... Unit How To's
Tab 5B   ....Monthly ART Reporting
Tab 5C   .... ART Monitor Assessment Checklist (AFI 10-244 Atch 2)
Tab 6   ....**Templates**
Tab 7   .... **UTC Availability Listing**
Tab 8   ....**Historical Documents**
Tab 9   ....**ART SAVs**
Tab 10   ....**In-House Self Inspections**
Tab 11   ....**Miscellaneous**

Attachment 8 (Added)

FIGURE A.8.1 SAMPLE MONTHLY ART SLIDE

CLASSIFICATION

UNIT ART STATUS

6 Tasked UTCs

3/2/1

4 Remaining UTCs

0/1/2

Shortfall/Reclama/ Incorrectly Postured

0/1/1

"One Team…One Fight!!"

As of 1 Jan 03
0930 hrs

CLASSIFICATION

CLASSIFICATION

UNIT ART Status 3/3/3

T?	UTC/ULN	CAUSE	FIX	GWD
N Pos 1/1	12345/ 67890	Pos 001:Skill Level Training (SrA Duffus)	Individual does not meet required skill level	1 Oct 08
Y Pos 1/1	ABCDE/ KLMNO	Pos 001: Grade (Amn Snuffy)	Individual assigned does not meet grade requirements in MISCAP	1 Oct 09
Y Pos 1/1	FGHIJ/ PQRST	Pos 001: Vacant	Authorization not filled and no projected inbound	1 Nov 08

T?	UTC	CAUSE	FIX	GWD
Y Pos 1/1	67890/ 12345	Pos 001:Personnel (TSgt Bagofdonuts)	Member has DAV code 49; no other individuals available to fill position; reclama is being completed at this time	1 Oct 08

"One Team…One Fight!!"

CLASSIFICATION